



**MASTER LICENSE SERVICE**  
DEPARTMENT OF LICENSING  
PO BOX 9034  
OLYMPIA WA 98507-9034  
Telephone (360) 664-1400

## License Fee Sheet

The following registrations and licenses are available through the Master License Service, unless noted otherwise. To obtain these licenses, complete a Master Application and pay the fees indicated.

If a license indicates that agency approval is required you may not begin that business activity until you receive a Registrations & Licenses document that displays the name of that license.

Your business may require additional licenses that are not available through the Master License Service. If you need more information on licensing requirements for your business, contact the Master License Service at **(360) 664-1400** or visit our Internet site at <http://www.dol.wa.gov>

### APPLICATION FEE

**\$15**

*Department of Licensing*

Must be paid each time a Master Application is submitted. You do not pay this fee if you are **only** hiring persons to work in or around your home.

### REGISTRATIONS

**These registrations are valid as long as you remain in business.**

#### TAX REGISTRATION

**No additional fee**

*Department of Revenue*

You must obtain a tax registration if you answer "yes" to **any** of the questions listed below. A tax registration cannot be transferred to another business.

- Do you plan to gross over \$12,000 per year?
- Will you be selling at retail any item or product to another person?
- Will you be repairing, installing, altering, decorating, or improving any item or product for another person (e.g. car repair, construction)?
- Will you engage in a business that is responsible for any other state taxes (e.g. timber, fish, litter, public utility, hazardous substance/waste, etc.)?

#### INDUSTRIAL INSURANCE

**No additional fee**

*Department of Labor & Industries*

If you employ one or more people, you **must** apply for industrial insurance coverage. **Excluded Groups:** The groups listed below are exempt from mandatory coverage, but **you may request optional coverage** by completing the Employment section of the Master Application. An *Application for Optional Coverage* will be sent to you. Excluded groups include:

- Sole proprietors, partners, LLC members with management responsibility
- Executive officers and corporate officers who are directors and shareholders. If you select elective coverage for your executive officers, *all* executive officers must be covered.
- Domestic servants and those performing gardening or repair around the home.
- Services in return for aid.
- Minors under 18 employed on a family farm.

- Jockey racing.
- Entertainers and musicians.
- Volunteer law enforcement officers.
- Volunteer workers or student volunteers (K-12).
- Community service workers.
- Cosmetologists, barbers, estheticians or manicurists who rent booths.
- Newspaper carriers.
- Insurance agents, brokers and solicitors.
- Other employment as defined by RCW Title 51.

#### UNEMPLOYMENT INSURANCE

**No additional fee**

*Employment Security Department*

If you employ one or more persons, you must apply for unemployment insurance coverage. Any claim for exemption, except corporate officers, must be approved by the Employment Security Department.

Corporate officers are exempt, but you must notify them in writing that they are not being covered by unemployment insurance. If you wish to provide coverage for corporate officers, you should indicate this on the Master Application. An *Application for Voluntary Coverage* will be sent to you.

#### TRADE NAME REGISTRATION

**\$5 per name**

*Department of Licensing*

Trade Name or "Doing Business As" name must be registered if:

- Sole proprietor or partnership is using a name other than the full legal name of the owner or owners; or
- Corporations, limited partnerships or limited liability companies are operating under a name other than the name registered with the Office of the Secretary of State.

Please indicate all "Doing Business As" names on Section 2 of the Master Application.

This registration does **not** provide protection of the name. To see if the Trade Name you are planning to use is already registered, call our trade name search line: 1-900-463-6000. Cost is \$4.95 for the first minute and 50 cents for each additional minute. Average search time is three minutes.

If you need assistance through the Telecommunications Device for the Deaf, call TTY (360) 586-2788. To request this document in an alternate format for the visually impaired, call (360) 664-1400.

## RENEWABLE REGISTRATIONS & LICENSES

These registrations and licenses must be renewed annually.

### BULK FERTILIZER DISTRIBUTOR

**\$25 per location**

*Department of Agriculture*

Required for any location that distributes commercial fertilizer in bulk (non-packaged form) within or into Washington.

### CIGARETTE RETAILER

**\$93 per location**

*Department of Revenue*

Required for each location at which cigarettes are sold at retail.

### CIGARETTE VENDING MACHINE

**\$30 per machine at each location**

*Department of Revenue*

Required for the owner of each machine which dispenses cigarettes. A *Cigarette Retailer* license is also required.

### CIGARETTE WHOLESALE

**\$650 for main location**

**\$115 for each branch location**

*Department of Revenue*

Required for businesses that purchase, sell, or distribute cigarettes to retailers for resale. You must include with your application to us the \$5,000 surety bond required by the Department of Revenue.

### COLLECTION AGENCY

**\$900 for main location in Washington**

**\$350 for each branch location** (in Washington or out-of-state)

Additional forms and agency approval required

*Department of Licensing*

Required for any business:

- Who collects debts on behalf of clients located in Washington and/or other states;
- Solicits claims for collection;
- Markets forms or a collection system to be used in debt collection; or
- Collects their own debts using a fictitious name to imply that a third party is involved.

The business must maintain a trust account and an office in Washington for the purpose of conducting its collection agency business. The office must be managed by a Washington resident and be open to the public during regular business hours. A \$5,000 surety bond is required.

### COLLECTION AGENCY—OUT OF STATE

**\$450 for main out-of-state location**

**\$175 for each branch location** (out of state)

Additional forms and agency approval required

*Department of Licensing*

Required for any business outside Washington that undertakes the collection of a debt on behalf of clients who are also outside Washington, and that uses only telephone, mail or fax to collect,

or attempt to collect, on debts from persons or business located inside Washington. A \$5,000 surety bond is required. **Note:** Based on other states' laws, some businesses may be exempt from license fees and bonding. Please contact the Business & Professions Division at (360) 664-1389 for more information.

### COMMERCIAL TELEPHONE SOLICITOR

**\$72 per location**

Additional forms and agency approval required

*Department of Licensing*

Required for each location making unsolicited commercial telephone calls and selling goods or products during the call. Also required for those who offer free prizes by mail and invite a telephone response. Exclusions from coverage include, but are not limited to, those soliciting for educational, political, or charitable purposes; those for whom less than 60 percent of the prior year's sales were made by telephone solicitations; and those who sell to businesses who either resell the product or use it for manufacturing.

### CONTRACTORS REGISTRATION

Additional forms required

**Registration not available through MLS**

**Contact:** Dept. of Labor & Industries (360) 902-6359 or 1-800-647-0982 (in state only) or [www.wa.gov/lni](http://www.wa.gov/lni)

Any individual or business involved in construction, remodeling, repair, excavation, or demolition of any structure, road or railroad must obtain a contractors registration. Those who install floor coverings or scaffolding, and those who install or repair roofing or siding must also register. This registration is also required for any individual who plans to hire subcontractors from more than one trade to work on a single project related to the individual's own property.

### CORPORATE REGISTRATION

Additional forms required

**Registration not available through MLS**

**Contact:** Office of the Secretary of State (360) 753-7115

Washington based corporations doing business in Washington may file Articles of Incorporation.

Firms incorporated in any other state or country should contact the Corporations Division of the Office of the Secretary of State for filing requirements. **In addition to** filing the corporate registration forms a Master Application is required to MLS.

For expedited service to incorporate your business, complete the *Application to Form a Profit Corporation* and mail it in a **separate envelope** to:

Corporations Division

Office of the Secretary of State

PO Box 40234

Olympia, WA 98504-0234.

## **EGG HANDLER/DEALER**

**\$30 for first location**

**\$15 for each additional location**

Additional forms required

*Department of Agriculture*

Required for businesses or persons that:

- Produce, handle, contract for, or obtain possession or control of eggs for sale to wholesalers, dealers or retailers within or into Washington; or
- Process eggs and sell them to wholesalers, dealers, retailers or consumers within or into Washington.

A license must be posted at each location where the licensee operates. **Note:** Poultry producers who sell eggs from their own flocks at the place of production directly to household consumers do not need to be licensed.

## **EMPLOYMENT AGENCY**

**\$783 for main location**

**\$540 for each branch location**

Additional forms and agency approval required

*Department of Licensing*

Required for any for-profit business that helps persons obtain employment, where the job seeker pays for the service. This includes giving verbal or written lists of available employment positions. Application requires a \$2,000 surety bond, a copy of the client contract, and the fee schedule. General manager of the agency must be licensed with the Department of Licensing. **Exemptions:** Temporary employment services, labor unions, nonprofit schools and colleges, career guidance and counseling centers, theatrical agencies, and farm labor contractors.

## **EMPLOYMENT DIRECTORY SERVICE**

**No fee**

*Department of Licensing*

Required for any for-profit employment business that only provides written or verbal lists of employers, which do not include specified positions. Application requires a copy of the client contract.

## **FOR HIRE**

**Permit: \$20**

**Certificates: \$20 per vehicle**

Additional forms and agency approval required

*Department of Licensing*

Required for all vehicles used for the transportation of passengers for compensation in taxi cabs, cabulances or other for hire vehicles (except limousines and whitewater craft; see specific licenses for those for hire vehicles). The state permit fee is not required if a permit fee is paid to a local city or county, however all vehicles must have a for hire certificate from the state, regardless. See also the section headed "Weighing & Measuring Devices" about registering the meter used in for hire vehicles.

## **LIMOUSINE CARRIER**

**\$40 per location**

**Vehicle Certificate: \$25 per limousine**

**Vehicle Inspection Report: \$25 per limousine**

Additional forms and agency approval required

*Department of Licensing, Washington State Patrol, and Port Districts of King County*

Required for any business that operates unmetered, unmarked, chauffeur-driven, luxury, for hire vehicles (definition of a limousine is found in RCW 46.04). Limousines must transport persons under a single contract, on a prearranged basis, to a specific destination or particular itinerary. Each limousine vehicle must pass inspection by the Washington State Patrol and be certified by the Department of Licensing. Businesses operating in the Port District of King County may be licensed through the port district. Other for hire businesses (such as taxi cabs) must register separately with the Department of Licensing (see For Hire license).

## **LIQUOR LICENSES**

**Variable fees** (see Liquor License Description and Fee Information Sheet)

Additional forms and agency approval required

*Liquor Control Board*

Required for businesses or nonprofit organizations retailing or serving beer, wine or spirits; or manufacturing, distilling, wholesaling, transporting, importing, or exporting alcoholic beverages. Also needed for changing the location of a licensed premises. A more detailed description of these licenses is available through the Master License Service.

## **LOTTERY RETAILER**

**\$25 per location (one-time, non-refundable)**

Additional forms and agency approval required

*Washington State Lottery*

Required for Scratch ticket sales. There are additional requirements for on-line tickets. Purchasers of an existing business must apply for a Lottery license in order to sell Lottery tickets. Additional requirements include the establishment of an electronic funds transfer account, certification of compliance with the Lottery's accessibility requirements and the disclosure of personal/criminal history, as well as the completion of supplemental forms. Contact Lottery 1-800-732-5101, option 4, for more information.

## **MINOR WORK PERMIT**

**No fee**

Agency approval required

*Department of Labor and Industries*

If you employ one or more people under 18 years old, you must apply for a permit to employ minors, in addition to industrial insurance as described on page 1.

## **NURSERY RETAILER/WHOLESALE**

**Fees listed below include a 20% surcharge**

Additional forms required

*Department of Agriculture*

Required for businesses that:

- Sell or hold live plants or turf for planting, breeding, or decoration; or
- Perform landscaping and lawn maintenance which provides planting or installing new plants or turf.

A license is not required if you sell less than \$100 per year or cut flowers only. **Choose either a wholesale or retail license** based on what you believe will be your primary source of income, then estimate your total nursery sales for the calendar year. Determine the fee due based on your license type and your sales estimate.

(Nursery continued from previous page)

<b>Nursery Retailer:</b>	<b>License Fee:</b>
\$100 to \$2,499	<b>\$45.21 per location</b>
\$2,500 to \$14,999	<b>\$96.87 per location</b>
\$15,000 and over	<b>\$193.74 per location</b>

<b>Nursery Wholesaler:</b>	<b>License Fee:</b>
under \$15,000	<b>\$96.87 per location</b>
\$15,000 and over	<b>\$193.74 per location</b>

(Businesses selling fruit tree and related stock must also pay an annual assessment fee. Contact the Plant Services Program at (360) 902-1800.)

## **PESTICIDE DEALER**

### **\$50 per location**

Additional forms and agency approval required

*Department of Agriculture*

Required to sell all pesticides. **Exception:** not required if the pesticide is labeled *home and garden use only* and is one gallon or less liquid, 5 pounds or less dry weight, or 50 pounds or less for pesticide-fertilizer mixes. Each location must have a licensed Pesticide Dealer Manager to supervise pesticide distribution.

## **PRIVATE INVESTIGATIVE AGENCY**

### **\$550 with unarmed principal**

### **\$650 with armed principal**

### **No fee - for each additional location**

Additional forms and agency approval required

*Department of Licensing*

Required for any business that exists to detect, discover or reveal criminal activity; obtain information related to persons or things; recover lost property; identify cause for accidents/losses; obtain evidence for investigations or detect eavesdropping devices. See RCW Chapter 18.165 for full description.

## **REFRIGERATED LOCKER**

### **\$10 per location**

Additional forms and agency approval required

*Department of Agriculture*

Required for businesses that rent refrigerated lockers or locker space.

## **RENTAL CAR REGISTRATION**

### **No fee**

*Department of Licensing*

Required for all businesses conducting retail rental car business.

## **SEED DEALER**

### **\$25 per location**

*Department of Agriculture*

Required for selling seeds except those packaged in containers of 8 ounces or less by a registered seed labeler.

## **SELLER OF TRAVEL**

### **\$234 per location**

Additional documents and agency approval required

*Department of Licensing*

Required for businesses that arrange, or advertise to arrange travel accommodations for Washington consumers.

## **SHOPKEEPER**

### **\$30 per location**

*Department of Health – Board of Pharmacy*

Required of businesses (except licensed pharmacies) selling any non-prescription drug. These drugs must be in the original manufacturer's packaging.

## **UNDERGROUND STORAGE TANKS**

### **\$100 per tank**

Additional forms required

*Department of Ecology*

Required for owners of storage tanks with a capacity greater than 110 gallons, that have at least 10 percent of volume (including piping) below the surface of the ground, and that contain petroleum or other hazardous substances. Some tanks may be exempt. The application must be filed by the owner within 30 days **after** a new installation is complete, or upon modification or purchase of existing tanks. **Note:** A notice of intent to install (Form ECY 020-95) must also be filed directly with the Department of Ecology at least 30 days **before** new installation work begins.

## **USED VEHICLE BATTERY COLLECTOR**

### **\$15 per location**

Additional forms required

*Department of Ecology*

Required for businesses that collect used vehicle batteries that are separate from the vehicle. This license is not required for businesses accepting exchanges during sales of new batteries.

## **VEHICLE SALES OR DISPOSAL**

**Various fees** (see the *Vehicle-Related License and Fee Description Sheet*)

Additional forms and agency approval required

*Department of Licensing*

Required for businesses that:

- Annually offer, display or sell more than four cars, trucks and/or motor homes, or otherwise act as a dealer of such vehicles;
- Deal in boats or vessels, manufactured homes, park homes, travel trailers, fifth wheel trailers, horse trailers, utility trailers, off-road vehicles, motorcycles and/or snowmobiles;
- Manufacture or remanufacture vehicles for distribution to Washington dealerships;
- Transport vehicles over Washington highways;
- Operate a registered tow truck; and/or
- Act as a hulk hauler, vehicle wrecker or scrap processor.

A more detailed description of these licenses is available through the Master License Service.

## **WASTE TIRE CARRIER**

### **\$200 (\$50 non-refundable) plus \$50 per vehicle**

Additional forms and agency approval required

*Department of Ecology*

Required for businesses transporting tires no longer usable due to wear, damage or defect. Businesses licensed by the Utilities and Transportation Commission or a local government authority need not apply. A \$10,000 bond is required.

## WASTE TIRE STORAGE SITE OWNER

**\$250 per location (\$50 non-refundable)**

Additional forms and agency approval required

*Department of Ecology*

Required of any business with outside storage of more than 800 tires which are no longer suitable for their original purpose. A permit from the County Health Department where the site is located and a \$10,000 bond are required.

## WEIGHING & MEASURING DEVICES

**(Fees are listed below with device type)**

*Department of Agriculture (statewide); and Cities of Seattle, & Spokane*

Required for businesses where any of the following devices are used to determine the charges for a product or service on the basis of weight or measure. In the Licenses and Fees section of the Master Application form, list each device type (shown in **bold**) to be registered on a separate line and indicate the total number of each type of device **OR** use the Weighing and Measuring Devices addendum. Fees shown are for each individual device.

### Scales:

<b>Small:</b> Maximum capacity 400 lb. or less	<b>\$5</b>
<b>Intermediate:</b> Maximum capacity from 401 to 5,000 lb.	<b>\$20</b>
<b>Large:</b> Maximum capacity greater than 5,000 lb.	<b>\$52</b>
<b>Large With Supplemental:</b> Maximum capacity greater than 5,000 lb. with a remote weight readout display.	<b>\$52</b>
<b>Railroad Track</b>	<b>\$800</b>

### Liquid Fuel Meters:

<b>Low:</b> Liquid fuel dispenser with a flow rate less than 20 gallons per minute.	<b>\$5</b>
<b>Intermediate:</b> Liquid fuel dispenser with a flow rate of 20 to 150 gallons per minute.	<b>\$16</b>
<b>High:</b> Liquid fuel dispenser with a flow rate greater than 150 gallons per minute.	<b>\$25</b>

### LP Gas Meters:

<b>Small:</b> Liquid petroleum gas dispenser with a diameter of 1 inch or smaller.	<b>\$10</b>
<b>Large:</b> Liquid petroleum gas dispenser with a diameter greater than 1 inch.	<b>\$30</b>

### Miscellaneous Meters:

<b>Fabric Meter:</b> Measures bolt cloth and similar material.	<b>\$5</b>
<b>Cordage Meter:</b> Measures ropes, cables, and similar material.	<b>\$5</b>
<b>Mass Flow Meter:</b> Calculates mass of product flowing through meter.	<b>\$14</b>
<b>Taxi Meter:</b> Meter used in a vehicle which is for hire.	<b>\$5</b>

## WHITEWATER RIVER OUTFITTER

**\$25 per location**

Additional form and agency approval required

*Department of Licensing*

Required for businesses carrying, or advertising to carry, for-hire passengers on whitewater sections of Washington rivers. Applicants must provide proof of correct liability insurance and certify that they meet all requirements, including use of qualified guides.

## CITY BUSINESS LICENSES

MLS is now processing applications for business licenses of two cities. You may apply for these city licenses using the Master Application form at the same time you apply for state licenses and registrations.

### CITY OF BELLEVUE LICENSES

#### **General Business Registration** **\$24**

Additional forms and city approval required

Required for businesses operating within the city limits of Bellevue, including those businesses that are located outside the city limits but perform services for customers inside the city limits.

Bellevue regulatory licenses which may be needed **in addition to** the General Business Registration:

#### **Ambulance** **No fee**

Required for any ambulance company stationed in the city limits or that repeatedly makes trips into the city to pick up fares, or which does occasional or repeated advertising in the city.

#### **Cabaret** **\$400**

Required for any place with music, singing, dancing or similar entertainment in connection with a hotel, tavern, club, restaurant, etc. that sells or serves food or liquor to the public.

#### **Adult Cabaret** **\$700**

Required for any commercial premises where an entertainer provides live adult entertainment to the public.

#### **Dancehall Premises** **\$375**

Required for any place where a public dance (permitting anyone under 18 years) is conducted.

#### **Pawnbroker** **\$100**

Required for any person who receives pawn or exchange goods, wares, or personal property for the repayment of security of money loaned or to loan money on deposit of the property.

#### **Dealer-Precious Metals/Gems** **\$100**

Required for any entity in the business of buying precious metals, stones, gems, jewelry or bullion.

#### **Panoram** **\$200**

Required for any premises or portion of a premises on which any panoram device is located and to which up to five members of the public are admitted for a fee, membership, or other charge.

#### **Temporary Special Event**

##### **License not available through MLS**

**Contact:** City of Bellevue (425)452-6851

Required for anyone promoting a special event open to the public where 15 or more vendors are participating in selling, bartering, exchanging or displaying goods or services.

## CITY OF RICHLAND LICENSES

#### **Richland Business License** **\$40**

**Employee fee (first 2 employees free)** **\$12 each employee**

**Property rental fee** **\$2 per rental unit**

Additional forms and city approval required

Required for businesses operating within the city limits of Richland, including those businesses that are located outside the city limits but perform services for customers inside the city limits. (See License Category Sheet for more information.)

**Note:** Temporary business licenses must be obtained directly from the City of Richland. (509)942-7313.